

ROUTING AND TRANSMITTAL SLIP		Date
		3 OCTOBER 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	<i>[Signature]</i>	4 OCT 1985
2. ADDA	<i>[Signature]</i>	4 OCT 1985
3. DDA	<i>[Signature]</i>	
4. <i>ADDA</i>		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Phone No.
C/DA PLANS	

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

3 October 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 25 September Meeting of the
Cornerstone Laying Planning Group

1. Mr. McDonald opened the meeting with the introduction of Mr. Robert Goodwin, (telephone: 223-2406) of Meredith Corporation. Mr. Goodwin is the White House point man for the cornerstone laying.

2. Mr. Goodwin confirmed that there will be no press at the event. Marlin Fitzwater, the Vice President's Press Secretary, is aware of this. Mr. Goodwin indicated that 30 minutes of the Vice President's time (10:30 a.m. to 11:00 a.m. on 31 October) has been booked for the event. The Vice President's remarks will be 10 minutes in length. Outside remarks by the Vice President must be unclassified. Inside remarks, if any, will be classified. Mr. McDonald indicated that bunting should be used around the outside stand(s). Mr. Goodwin will try to get 40 minutes of the Vice President's time so that Mr. Casey can escort the Vice President through the rope cordon and up to the crowd. (This was later changed by the Vice President's office to from 10:00 a.m. to 10:45 a.m. on 1 November 1985. Forty-five (vice 30 or 40) minutes of the Vice President's time was confirmed.) The Vice President would then mingle with the Agency employees attending the event.

3. Mr. McDonald indicated that in the past, the White House photographer has allowed the Agency to review the photographs he wants to archive. Additionally, Mr. Goodwin sees no problem with the use of Agency photographers and video tapers in addition to the White House photographers.

25X1 4. [] has the action to send suggested remarks for the Vice President's speech(es) to Craig Fuller, the Vice President's Chief of Staff, by 10 October.

25X1 5. A military band will play at 1000 hours and later while participants are disassembling. (This was later changed to 0930 hours.) [] has arranged for the band and chaplain. There will not be a benediction.

25X1 6. [] will provide Mr. Goodwin by 21 October a list of materials to be deposited in the time capsule. Mr. McDonald will check on who will unveil the plaque and who will wield trowels. On the ceremony platform will be the chaplain, Mr. Fitzwater, Mr. McMahon, Mr. Casey, and the Vice President. The plaque is about 7 ft. by 5 ft. and weighs about 1,000 pounds. Mr. McDonald will also determine whether DO employees can attend the event (outside or perhaps inside the cafeteria). According to [] in case of bad weather, a canopy is to be installed or individuals will be able to go under the new building deck. A signer for the deaf will be required for the event.

25X1

S E C R E T

SUBJECT: Minutes of the 25 September Meeting of the
Cornerstone Laying Planning Group

7. The White House communications people will provide seal and lectern. Mr. Goodwin later indicated that the White House will not provide the lectern. The Agency will coordinate communications with the White House WACA.

8. Mr. Casey will meet the Vice President in the basement reception area and Mr. McMahon will meet the Vice Presidential party at the first floor reception area by the DCI elevator. A holding room in the basement will be needed for the Vice President.

9. Mr. Goodwin was given a guest list of invitees from outside the Agency. He requested that a briefing book on the event be ready for him by 21 October when he meets with

Chief, DA Plans